

Typical Code Enforcement Issues

Typical issues where Code Enforcement would become involved include, but are not limited to:

- Building owner's failure to maintain minimum housing standards in rental units;
- Unregistered/uninspected vehicles which have accumulated on private property;
- Construction proceeding without a permit;
- Residents parking in the front yard;
- Noncompliance with approved site plans;
- Illegal signage displayed;
- Encroachment into wetlands or wetland buffers;
- An in-home business has been established without a permit;
- Property maintenance issues; and
- Accumulation of junk and trash.

Tenant Complaints Regarding Apartment Conditions

In *non-emergency situations*, Code Enforcement requires the tenant first try to obtain assistance from their landlord or property manager. The tenant formally does this by writing a dated, certified letter to the landlord listing the problems that exist with the apartment and requesting that the problems be fixed within two weeks. The tenant must also send a copy of the letter to Code Enforcement. If the problems are not fixed within the two-week period, the tenant must call Code Enforcement to schedule an inspection of the apartment.

In *emergency situations*, where repeated calls to the landlord have not been answered, you must call Code Enforcement directly. Typical emergencies include, but are not limited to, leaking plumbing/sewerage, no electricity, no running water, no heat during cold weather, and/or structural collapses.

All Other Complaints

If you have a code enforcement issue, it is best to try to resolve it first with the party creating the issue. If this does not work, complaints may be filed with Code Enforcement in person, by mail, or by telephone. The complaint form printed on the back of this brochure may be filled out and sent to Code Enforcement at City Hall or you may speak directly with a Code Enforcement Officer at 589-3100.

What to Expect After a Complaint is Filed

Once a complaint is received, a Code Enforcement Officer will visit the site to verify the existence of the violation. Once verified, the Officer will contact the responsible party in person, by phone or by letter to inform them they are in violation of a city ordinance. The party is then given a reasonable time (depending on the nature of the violation) to comply. If there is no compliance, the party may be given a final written notice by certified mail. If there is still no compliance, the responsible party is summoned to District Court, where the violation is prosecuted.

Want additional information?

Nashua Housing Code

Code Enforcement Department
(603) 589-3100

Local Land Use Regulations

Planning and Zoning Department
(603) 589-3090

Building Codes

Building Department
(603) 589-3080

Wetlands and Wetland Buffers

Conservation Commission
(603) 589-3105

To Report Housing Code, Land Use, Building Code or Wetland Violations

Code Enforcement Department
(603) 589-3100

Above offices located in:

Community Development Division
City Hall, 2nd floor
229 Main Street
PO Box 2019

Nashua, New Hampshire 03061-2019

www.ci.nashua.nh.us or
www.gonashua.com



City of Nashua – Code Enforcement Department

Community Development Division

City Hall – 229 Main Street – PO Box 2019 – Nashua, NH 03061-2019

(603) 589-3100 – FAX (603) 589-3119

Zoning / Building / Site Plan / Land Use Complaint Form *

ALLEGED VIOLATION

Today's date _____

Address _____

Owner (if known) _____

Owner's address (if different from above) _____

Violation (please be specific) _____

COMPLAINANT INFORMATION (optional)

Address _____

Name _____ Phone _____

FIELD CHECK REPORT / ACTION TAKEN

Date complaint received _____

Date _____ Code Enforcement Officer _____

* Per New Hampshire RSA 91-A, any information on this form will be available for public inspection



Code Enforcement Services¹ In Nashua NH

Code Enforcement is the enforcement arm of the Community Development Division and responsible for gaining compliance with the City of Nashua's housing, zoning, building, site plan and subdivision regulations and ordinances.

Our mission is twofold:

① To gain voluntary compliance with applicable city ordinances in order to protect the health and safety of the community, to maintain property values and to promote an esthetically pleasing environment; and

② To enforce city ordinances in a consistent, good faith, fair and nondiscriminatory manner.

¹ This brochure is a general guide and is not all-inclusive. For more information please refer to the Nashua Revised Ordinances or contact the Nashua Code Enforcement Department